



# Certification Approval Process in FAITAS

Step by Step with Screen Shots

# Certification Application

From: Certification@fai.gov  
To: Nash, Gerard (AF/CGM)  
Cc:  
Subject: FAITAS Certification Application - Submitted

Certification Request Summary:  
Employee: Gerard Robert Nash  
Certification: Contracting Officer's Representative  
Level: III  
Application Date: 9/22/2012 11:59:08 AM

Dear: Gerard Nash

The Certification Request identified above has been submitted for review. You may log on to FAITAS to check the progress of the request.

To check the current request status:

1. Log on to <https://www.atrrs.army.mil/faitas/>
2. Select "Manage Career" >> "Certification" >> "My Certification Requests".

Please do not reply to this system-generated email message. FOR OFFICIAL USE ONLY.

Questions regarding this email? Contact the FAI Online Service Desk at <http://www.fai.gov/drupal/content/help-desk>.

Sign-in and you see your dashboard.  
Scroll down to see any Employee Training, Certification or Continuous Learning Point (CLP) requests to manage.

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 **FAITAS** FEDERAL ACQUISITION INSTITUTE  
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## Dashboard

● Your Dashboard is your homepage. The widgets on this page can be moved or collapsed to customize the page appearance.

### My Current Class List

Course Title	Status	Start Date	End Date
<a href="#">CLC 106 - COR WITH A MISSION FOCUS</a>	Graduation	Oct 1 2011	Sep 30 2012

[Apply For Training](#) ?

### Supervisor Requests Pending Your Review

Course	Name	Location	Close Date	Start Date	End Date
No training requests await your action.					

[Manage Training Requests](#) ?

### Pending Contingency Contracting Corps Membership Requests

### Announcements

**Meet the Administrator of OFPP - ALS**

Are you a contracting professional, contracting officer's representative or program manager? If so, you won't want to miss this opportunity to join your federal colleagues and meet the newly confirmed Administrator for Federal Procurement Policy, the Honorable Joseph Jordan. Attendees will hear Mr. Jordan's priorities and learn more about current Office of Federal Procurement Policy (OFPP) initiatives.

Wed, October 10, 2012  
2:00 - 3:30 PM (EDT)

Internet 100%

As you scroll down on the Dashboard page you will see your ability as a supervisor to manage the following employee requests.

FAITAS Dashboard

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Supervisor Requests Pending Your Review

Course	Name	Location	Close Date	Start Date	End Date
No training requests await your action.					

Manage Training Requests

Pending Contingency Contracting Corps Membership Requests

Name	Submission Date
No requests await your action.	

Development Plans Pending Your Review

Name	Date Submitted	Employee Email
No pending development plans		

Review Development Plans

Certification Requests Pending Your Review

Name	Date Submitted	Certification
Gerard R Nash	Sep 8 2012	Contracting Officer's Representative

Manage Certification Requests

Continuous Learning Point Requests Pending Supervisor Review

Name	Date Submitted	Event Name
No pending continuous learning point requests		

Manage Point Requests

Continuous Learning Achievement Requests Pending Supervisor Review

Name	Date Submitted	Certification
No pending continuous learning achievement requests		

confirmed Administrator for Federal Procurement Policy, the Honorable Joseph Jordan. Attendees will hear Mr. Jordan's priorities and learn more about current Office of Federal Procurement Policy (OFPP) initiatives.

Wed, October 10, 2012  
2:00 - 3:30 PM (EDT)  
Webcast  
Class Number - FCL-A-0003, Section 13A

Due to unforeseen circumstances, the Meet the Administrator sessions scheduled for August 8 and 13 are postponed. They will be rescheduled for a time in FY 2013. You are encouraged to register for the webcast as soon as it becomes available in FAITAS.

**Decommissioning of FAICL**

The Federal Acquisition Institute Continuous Learning System (FAICL) was decommissioned on April 25, 2012. Prior to FAICL decommissioning, all CL points associated with graduations were transferred to FAITAS v.2 and will be available after agencies are activated for Certification and CL modules usage. Presently, Department of Homeland Security (DHS) is piloting the CL module. This new tool will be activated for agencies using the certification module in the near future.

**ACMIS Data Migration**

Acquisition Career Management Information System (ACMIS) data is now available to view in FAITAS v.2. To view, go to Manage Career > ACMIS History> My ACMIS History.

The information provided is in a read only format and is for reference purposes only.

Selecting the employee listed under Certification Requests Pending Your Review, you will encounter the following:

Clicking on a employee's name will bring you to this screen. This happens to be a Level II COR request for a certification. Scrolling down on this page will allow you to see the information around the education, experience, and training that supports the request.

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## Certification Request

**Certification Request Information**

**Certification:** Contracting Officer's Representative | **Level:** II | **Agency:** MCC

**Submitted Date:** Sep 8 2012 | **Request Status:** Supervisor Pending

[View Employee Certifications](#)

**Employee Information**

**Name:** Gerard Robert Nash | **Agency:** MCC | **Bureau:** All MCC Bureaus

**Email Address:** [nashq@mcc.gov](mailto:nashq@mcc.gov)

**Supervisor Name:** James Blades | **Supervisor Email:** [bladesjr@mcc.gov](mailto:bladesjr@mcc.gov)

**Job Code:** 1102 | **Pay Plan:** NS | **Pay Grade:** 02

**Career Field:** Contracting | **Level Required:** 3 | **Level Achieved:** 1 | **AWF:** Yes

**Work Address:** 875 15th St., NW Washington , DC | **Work Phone:** 202-521-2698 | **Ext:**

**Requirements**

For instance, for a Level II COR certification a supervisor should be aware of the following requirements in order to process the request:

Education: No Education Requirements specified. Agency specific requirements may apply.

Experience: 1 year of previous COR experience supported by such things as a resume, COR designation letter, or PD for current position with associated timing around all. An upload by the employee of any of these forms of request can be viewed.

Training: OFPP memo \_\_\_\_\_ allows for up to four different options to support this particular request.

Option I – 5 day classroom course

Option II – see set of courses (some classroom, some on-line)

Option III – see set of courses (all on-line)

Option IV – see set of courses (all on-line)

Any Option chosen will show all green checkmarks (✓) within the option blocks if the requestor/employee has completed the requirements for that option. If all requirements have not been met you will see a red x-mark (✗)

This particular request uses Option IV and has a unique situation where-in you don't see all green checkmarks (✓) within that option. In fact you see a red x-mark (✗) next to one of the option's requirements. Looking a bit further below, you see that the requestor/employee has uploaded a certification from DAU for that class. It has not automatically processed yet but since you have the actual completion certificate you can complete/approve the certification request.

FAITAS Certification Request

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✓	CLE 028 Market Research for Technical Personnel
✓	CLM 031 Improved Statement of Work
✓	CLC 013 Performance Based Services Acquisition
✗	CLC 011 Contracting for the Rest of Us
✗	CLM 017 Risk Management
<b>OPTION IV (MULTIPLE MODULES)</b>	
✗	CLC 222 Online Training for Contracting Officer's Representative
✓	CLE 028 Market Research for Technical Personnel
✓	CLM 031 Improved Statement of Work

**The FAITAS Training History does not indicate completion of all required FAI/DAU training requirements. Please attach course completion or other documentation of meeting the course objectives for all training requirements without a checkmark.**

**Supporting Documents: (required)**

File Name	Description	Document Type	File Date	Action
CLC 222 Online Training for COR.pdf	CLC 222 Online Training for COR	Certificate	Sep 8 2012	<a href="#">View</a>

Currently in Development by FAI

DAU

FAI and numerous contractors

Remarks

Having determined that all requirements have been met for the Option selected by the employee/requestor, you can scroll down to the approval/disapproval blocks as depicted below. A supervisor can recommend approval, disapproval, or return to employee. The latter two choices must be supported with remarks. As it turns out this is an acceptable request and will be approved. The supervisor clicks on “recommend approval”.

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File Name	Description	Document Type	File Date	Action
CLC 222 Online Training for COR.pdf	CLC 222 Online Training for COR	Certificate	Sep 8 2012	<a href="#">View</a>

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Remarks

Remark:

Remarks are required for disapproval or return to employee action.

Cancel

Recommend Approval

Recommend Disapproval

Return to Employee

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**ATRRS**



After, as supervisor, you recommend approval you will get this screen shot. This provides confirmation that your recommended approval for the certification will now go to the appropriate acquisition career manager/certification manager. For Small Agencies, this will be the 6 FAITAS “ACM Super Users”.

 FAITAS Confirmation

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# FAITAS

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 The request has been forwarded to Agency Certification Manager. 

Confirmation

**Confirmation**

**Name:** Gerard Robert Nash **Agency:** MCC **Bureau:** All MCC Bureaus

**Email Address:** [nashq@mcc.gov](mailto:nashq@mcc.gov)

**Certification:** Contracting Officer's Representative **Level:** II **Certifying Agency:** MCC

Close

The ACM/Super ACM will receive an e-mail advising you that a certification request is pending your review.

From: Certification@fai.gov  
To: Nash, Gerard (AF/CGM)  
Cc:  
Subject: Action Required on FAITAS Certification Application (Julio Sarria)

Certification Request Summary:

Employee: Julio Sarria

Bureau: All MCC Bureaus

Certification: Federal Acquisition Certification in Contracting

Level: I

Application Date: 9/5/2012 4:41:41 PM

Employee Name: Julio Sarria

This is to advise you that the above FAITAS certification request is pending your review.

To approve or disapprove the employee's request, please:

1. Log on to <https://www.atrrs.army.mil/faitas/>
2. Select "Manage Workforce" >> "Certification" >> "Review Certification Requests".

Please do not reply to this system-generated email message. FOR OFFICIAL USE ONLY.

Questions regarding this email? Contact the FAI Online Service Desk at <http://www.fai.gov/drupal/content/help-desk>.

As you scroll down on the Dashboard page you will see your ability as a Super ACM to manage the certification requests. They will be listed under requests pending “Agency Review”.

<a href="#">Review Development Plans</a> <span>?</span>		
▲ Certification Requests Pending Your Review		
Name	Date Submitted	Certification
No pending certification requests		
<a href="#">Manage Certification Requests</a> <span>?</span>		
▲ Certification Requests Pending Agency Review		
Name	Date Submitted	Certification
<a href="#">Gerard R Nash</a>	Sep 8 2012	Contracting Officer's Representative
<a href="#">Manage Certification Requests</a> <span>?</span>		
▲ Continuous Learning Point Requests Pending Supervisor Review		
Name	Date Submitted	Event Name
No pending continuous learning point requests		
<a href="#">Manage Point Requests</a> <span>?</span>		

As an alternative, clicking on the “Manage Certification Requests” provides a search function in the event you have many to search through.

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## Manage Certification Requests

● To review or process a pending request, click on the employee's name.

**Filters**

List Requests: ☒ Pending ☐ Processed

First Name:  Last Name:

**Pending Certification Requests (1)**

Name	Bureau	Certification	Level	Status	Submit Date
<a href="#">Gerard R Nash</a>	All MCC Bureaus	Contracting Officer's Representative	II	Supervisor Pending	Sep 8 2012

Having determined that all requirements have been met for the Option selected by the requestor, you can scroll down to the approval/disapproval blocks as depicted below. An ACM/Super ACM can approve, disapprove, or return to employee. The latter two choices must be supported with remarks. As it turns out this is an acceptable request and will be approved. The ACM/Super ACM clicks on “Approve”.

OPTION IV (MULTIPLE MODULES)				
✗	CLC 222 Online Training for Contracting Officer's Representative			
✓	CLE 028 Market Research for Technical Personnel			
✓	CLM 031 Improved Statement of Work			

**The FAITAS Training History does not indicate completion of all required FAI/DAU training requirements. Please attach course completion or other documentation of meeting the course objectives for all training requirements without a checkmark.**

**Supporting Documents: (required)**


File Name	Description	Document Type	File Date	Action
CLC 222 Online Training for COR.pdf	CLC 222 Online Training for COR	Certificate	Sep 8 2012	<a href="#">View</a>

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DAU  
FAI and numerous contractors

**Remarks**

**Remark:**  
Remarks are required for approval or return to employee action

After the ACM/Super ACM approves you will get this screen shot. This provides confirmation that the certification has been approved.





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 The request has been approved. 

## Confirmation

Confirmation

**Name:** Gerard Robert Nash **Agency:** MCC **Bureau:** All MCC Bureaus

**Email Address:** [nashg@mcc.gov](mailto:nashg@mcc.gov)

**Certification:** Contracting Officer's Representative **Level:** II **Certifying Agency:** MCC

Close

The employee and their supervisor gets an e-mail notification that the certification has been approved and can be printed/downloaded by going to the FAITAS site.

📧 This message was sent with High importance.

From: Certification@fai.gov  
To: Nash, Gerard (AF/CGM)  
Cc: Blades, Jim (AF/CGM/MD)  
Subject: FAITAS Certification Application (Gerard Robert Nash) - Approved

Certification Request Summary:

Employee: Gerard Robert Nash

Bureau: All MCC Bureaus

Certification: Contracting Officer's Representative

Level: II

Application Date: 9/8/2012 8:34:36 AM

Dear: Gerard Nash

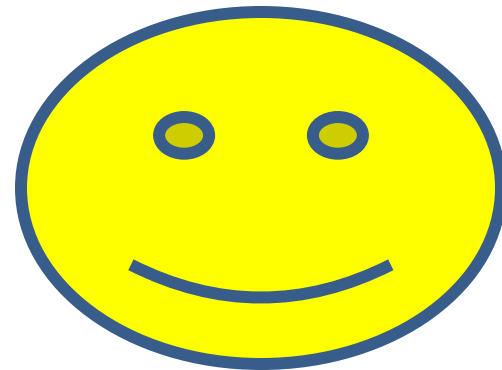
This is notification that the certification request above has been approved.

To view or print a copy of the certificate:

1. Log on to <https://www.atrrs.army.mil/faitas/>
2. Select "Manage Career" >> "Certification" >> "My Certifications".

Please do not reply to this system-generated email message. FOR OFFICIAL USE ONLY.

Questions regarding this email? Contact the FAI Online Service Desk at <http://www.fai.gov/drupal/content/help-desk>.



## Reducing Poverty Through Growth